



1090 Aerowood Drive, Mississauga Ontario L4W 1Y5

Overview

Position: Director of Engagement, Operations and Policy

Term: Full-Time Contract until March 2020 (3 month probationary period)

Deadline to apply: January 26th, 2018

Start date: March 5th, 2018 or earlier

Required hours: Full time

Pay: \$70,000 - \$80,000 per year

Reports to: Executive Director, ASWCO

Location: 1090 Aerowood Drive, Mississauga, Ontario, L4W 1Y5

About the Aboriginal Sport & Wellness Council of Ontario (ASWCO)

The Aboriginal Sport & Wellness Council of Ontario (ASWCO) is the recognized Provincial/Territorial Aboriginal Sport Body (P/TASB) for Ontario, serving more than 130 Aboriginal communities and 29 Friendship Centres and those living in rural and urban settings, encompassing approximately 300,000 Aboriginal Peoples across the Province.

The Aboriginal Sport and Wellness Council develops, manages and implements a number of programs and initiatives, on a local, regional and provincial level, that are focused on increasing the wellness of Indigenous peoples and their communities across Ontario, primarily through sport.

In July of 2018, ASWCO will be hosting the first ever Masters Indigenous Games, with participants attending from across the world.

Please see our websites for more information:

www.aswco.ca

www.mastersindigenousgames.ca

Position Summary:

The Director of Engagement, Operations and Policy will be an integral part of the ASWCO management team, ensuring future organizational growth. The Director holds major accountability for the overall establishment, implementation and execution of ASWCO's relationship management strategy which includes partnership, stakeholder and community engagement strategies and approaches.

The successful applicant will be involved in all aspects of the organizational management of ASWCO, including, but not limited to: staff evaluations, stakeholder relations and policy approval and development. This role is all-encompassing and will require an individual with suitable skills gained over numerous years working in the indigenous sport landscape.

Duties and Responsibilities:

- Develop and manage existing and new organizational policy.
- Work with staff and the ASWCO elder to provide leadership on culture for the organization.
- Develops relationships and strategic alliances with a wide range of stakeholders and partners will be developed and maintained (e.g. sport organizations, private sector partners, provincial, territorial and municipal governmental organizations, urban Indigenous organizations, community partners) under the Director's leadership.
- Provides leadership, analysis and advice in relation to policies and procedures regarding programs and services for communities, including risk management.
- Assist in the hiring, orientation, and supervising of staff by performing such things as: direct, schedule, provide performance feedback, evaluate, suggest professional development and where necessary discipline direct reports and contracted employees. Manage the performance review process on a quarterly basis.
- Provide advocacy support when dealing with external stakeholders.
- Coordinate research and development for future ASWCO initiatives.
- Work with the larger ASWCO management team to assist with decision making.
- Assist with yearly planning, budgeting and reporting.
- Provide leadership on the development and administration of the ASWCO Health & Wellness Strategy.
- Provide leadership towards the development of the organizational sustainability plan.
- Work to ensure ASWCO meets its mandate of cultural inclusivity (Metis, Inuit & First Nations).
- Other duties as assigned.

Qualifications:

- Minimum 5 years of management experience in a sport and/or indigenous organization.
- Proficiency in MS Office Suite.
- Strong written and verbal communication skills.
- Strong attention to detail.
- Understanding of Indigenous culture is preferred.
- Experience working within Indigenous organizations is considered an asset.

This job description is intended to describe the general nature and level of work, and is not an exhaustive list of all responsibilities, duties, and skills required. The successful candidate may be required to perform duties outside their normal responsibilities.

How to Apply:

Please email your resume and cover letter to tc.vardalos@aswco.ca with the title of the job position in the subject line in your email.

Please note: compensation for this position will commensurate on experience and discussed once the candidate has been selected.

We thank all applicants for their submissions, however, only candidates selected for an interview will be contacted.